

ODP-0-1362
21 OCT 1980

STATINTL

MEMORANDUM FOR: Chief, Regulations Control Division, OIS

FROM :

[REDACTED]
Chief, Management Staff, ODP

STATINTL

SUBJECT : Proposed Revision of HR [REDACTED]
Supply Management, DRAFTS C (Job
#8621 and 8622)

REFERENCE : Your Memo, Same Subject, dtd. 3 Oct 80

STATINTL

The proposed revisions of HR [REDACTED] Supply Management were reviewed by Office of Data Processing personnel and their comments were telephoned to Regulations and Procedures Section/OSB/SD/OL. The comments were:

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- Nonexpendable property should be defined as property valued at more than \$300 and expendable property as property which is valued at \$300 or less.
- Safe equipment was not specifically excluded as office furniture that could be considered expendable.



cc: C/RPS/OSB/SD/OL
C/AS/ODP

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Approved For Release 2001/03/06 : CIA-RDP83T00573R000300010026-3

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Update of HR [REDACTED]

FROM:

[Signature]
VODR/AS

EXTENSION

NO.

4502

DATE

9 October 1980

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

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C/ODP/MS

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Please see pages 3 and 4 of HR [REDACTED] and pages 4 of [REDACTED] Definitions of accountable and personal appeal type property are not consistant as regards the dollar value criterion. Believe this should be conveyed to OL since this regulation is the bible for all supply activities. Also see pages 7 and 8 of [REDACTED] Regulation should spell out that safes are not to be confused as furniture or furnishings.

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FORM 3-62

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C-O-N-F-I-D-E-N-T-I-A-L

ODP # 0-1326

3 October 1980

MEMORANDUM FOR: Deputy Director for National Foreign Assessment
Deputy Director for Science and Technology
Deputy Director for Operations
Comptroller
General Counsel
Legislative Counsel
Inspector General

25X1A

FROM:

Chief, Regulations Control Division
Office of Information Services

25X1A

SUBJECT: Proposed Revisions of HR [REDACTED] Supply Management,
DRAFTS C (Job #8621 and 8622) (U)

FOR YOUR CONCURRENCE OR COMMENTS:

1. The attached proposals were initiated by the Office of Logistics and constitute complete revisions of the existing regulations. Drafts B were coordinated in February 1979 and inspired several lengthy comments from the coordinators. Please treat these drafts as new proposals, since the changes from the previous drafts are so extensive. (U)

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2. Please forward your concurrence and/or comments to the Regulations Control Division by 27 October 1980. Concurrence sheets are attached for your convenience. Any questions may be directed to [REDACTED] extension 6758. (C)

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Attachments:

- A. Concurrence Sheets
- B. Proposed Revision of HR [REDACTED]

cc: AO/DCI
AO/RMS-CTS
SSA/DDA
D/IS
OC
ODP
OL
OS
OF
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DERIVATIVE CL BY 018131
REVIEW ON 3 OCTOBER 2000
REASON A9c.5.2

WARNING NOTICE - INTELLIGENCE
SOURCES AND METHODS INVOLVED

C-O-N-F-I-D-E-N-T-I-A-L

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HQ. INSTRUCTION SHEET

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REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
HR	[REDACTED]	10/10/72	HR	[REDACTED]		<p>HR [REDACTED] is revised to reflect current policy governing supply management.</p> <p>The regulation has been downgraded from Secret to Confidential.</p>
		8/19/70				
		11/3/71				
		8/1/72				
		9/8/75				
		8/1/72				
		9/15/76				
		11/3/71				
<p>Arrows in the page margin show the locations of the changes described above.</p>						

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LOGISTICS

HR [REDACTED]

1. SUPPLY OPERATIONS (U)

SYNOPSIS. This regulation prescribes policies and operating procedures for the management of Agency personal property, assigns individual responsibilities, describes the accounting systems maintained for property control, and delineates measures to implement the receipt, issue, transfer, loan, and disposal of such property. It is not concerned with privately owned property or with accommodation property transactions. (U)

a. DEFINITIONS

(1) ACCOUNTABILITY. The obligation of the accountable officer to establish and maintain property accounting records to ensure effective control over accountable property assigned to his or her control. The accountable officer may not redelegate this obligation.

(2) ACCOUNTABLE ACTIVITY. An Agency component or installation that is authorized to requisition or procure property and is obligated to maintain Financial Property Accounting (FPA) records for its accountable property, whether in use or stored in anticipation of use. Each Headquarters accountable activity /h/ (except Office of Logistics' stock account) is assigned a

ORIGINAL CL BY 027529 _____
REVIEW ON 3 OCT 2000 _____
EXT BYND 6 YRS BY SAME _____
REASON 3d(3) _____

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→ four-digit Customer Identification Code (CIC) by the Office of Logistics (OL) to identify it. Field accountable activities are identified by the three-digit installation code assigned by the Office of Finance (OF). The term "activity" used hereafter in this regulation refers to "accountable activity."

25X1A (3) ACCOUNTABLE OFFICER. The individual designated in writing by the chief of an accountable activity to establish and maintain auditable property accounting records in conformance with this regulation and HHB [REDACTED] as appropriate, and to ensure systematic issue control and optimum utilization and maintenance of all property within that account. (The accountable officer for OL's stock account is governed by this regulation but not by HHB [REDACTED]) A chief of an accountable activity may elect to retain accountability rather than delegate it.

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(4) CERTIFICATE OF EXPENDITURE. A statement of circumstances, signed by the chief of an accountable activity, or a designee at a level above the accountable officer, documenting the issue of accountable property under circumstances that preclude recovery.

(5) CERTIFICATE OF DISPOSAL. Same as Certificate of Expenditure except that it documents disposal of accountable property. When the accountable property is disposed of through destruction, a statement of the circumstances signed by the disposal officer (who may be the accountable officer) and a disinterested officer who has witnessed the destruction is incorporated in the Certificate of Disposal.

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→ (6) COGNIZANT OFFICE. The Agency component(s) exercising technical, operational, or managerial control over an item of supply. Technical cognizance concerns design specification, the suitability to perform a given function, the development of testing and inspection standards, and the establishment of maintenance requirements and schedules. Operational cognizance fixes the responsibility as to where and under what conditions an item can be deployed and used. Managerial cognizance involves the funding, maintenance, issue and disposal of inventory stocks, and similar administrative functions. /, /

(7) PROPERTY. When used in this regulation, the word "property" refers to "personal property," as defined in paragraph (a).

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(a) Personal Property. Government-owned property of any kind except real property (see HR [REDACTED] for definition) and Government records.

(b) Accountable Property. All property in stock in OL depots and nonexpendable items in the possession of headquarters and field Property Accounts.

→ (c) Nonexpendable Property. Property valued at more than \$300 that is not consumed in use, does not lose its identity when used, and does not ordinarily become a component of other equipment (except for firearms which are nonexpendable regardless of value), and personal appeal

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PT A UNIT COST OF 221.13
→ items of less than \$300 unit cost as prescribed in
paragraph f(1)(a). Office furniture and furnishings may be
↳ excluded under circumstances described in paragraph f(1)(b).

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→ (d) Unserviceable/Uneconomically Repairable Property. Property that cannot economically be rehabilitated by anyone ~~unm~~ and has no market value to the Government except as salvage. The cost of transportation to a repair facility may have a bearing on the determination of whether an item is uneconomically repairable.

(41) PROPERTY REQUISITIONING AUTHORITY (PRA).
/8/
Authority granted by the Office of the Comptroller to Agency components to requisition supplies and equipment through OL up to an approved dollar limitation. (PRA is not an allotment of funds.)

(42) REPORT OF SURVEY. An instrument for
/9/
recording the circumstances concerning the loss, damage, or destruction of Agency property which serves as or supports a voucher for dropping articles from accountable property records. It also serves to determine responsibility and pecuniary liability. The term "survey action" in this regulation refers to the adjudication of a report of survey.

/R/ /S/
(43) RESPONSIBLE OFFICER. An individual to whom
/10/
Government-owned or controlled property is entrusted, preferably in writing, and who is specifically charged with its safekeeping whether it is in use or storage. When acting in a supervisory capacity for a project or
→ subactivity, a responsible officer may further delegate

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responsibility to ensure safekeeping of individual items, but supervisory responsibility still remains with the responsible

~~_____~~ (U)
/officer:/

b. AUTHORITY. The Central Intelligence Agency Act of 1949 authorizes the Agency to establish and maintain a procurement and supply system required to perform its assigned functions. The Agency supply system is maintained in accordance with principles set forth in the Federal Property and Administrative Services Act of 1949 requiring each executive agency to maintain adequate inventory controls and accountability systems for the property under its control (40 U.S.C. 483), Public Law 84-863 (31 U.S.C. 66a), and subsection 12.5 of the General Accounting Office Policy and Procedures Manual, which establishes guidelines for inventory controls and monetary property accounting systems. Only overriding security considerations justify deviation from these principles. (U)

c. POLICY

(1) USE AND CARE OF GOVERNMENT PROPERTY. All personal property possessed by Agency activities will be recorded and managed in strict compliance with the procedures outlined in this regulation. Any property, however low its value, for which auditable records are not required by this regulation is subject nonetheless to the same principles of supply management as auditable property, even though it may not appear on supply records. Except in emergencies threatening loss of life or property,

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→ Government property will be used only for officially designated purposes. Agency employment imposes a common obligation on all its personnel to use and safeguard Agency property the same as would be desired for their ~~personal~~ possessions.

/private/

(2) UTILIZATION OF EXCESS AND UNDERUTILIZED PROPERTY. Wherever practicable, a sustained effort will be made to utilize excess property from OL stock, from the various Agency components, and from other Government agencies before procurement of a new item is considered, whether the excess items are unused, rehabilitated, or in used condition. Careful consideration should be given to the employment of usable excess property similar in type to ~~that~~ required that might be substituted or adapted to the user's / property / requirement. Also, wherever feasible, the sharing of property by individuals or units will be promoted (e.g., underutilized typewriters and word-processing equipment). ~~(U)~~

(3) ESTABLISHMENT AND UTILIZATION OF STOCK INVENTORY. ~~the Office of Logistics~~ in coordination with the respective cognizant offices, will identify specific items of supply to be stocked in OL depots and determine inventory levels to provide timely support to Agency operational requirements. Agency components, in turn, should foster measures that ensure optimum utilization of stock items to meet their requirements before requesting
→ items that require procurement action. (U)

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d. RESPONSIBILITIES

(1) DIRECTOR OF LOGISTICS. The Director of Logistics, as the principal personal property officer of the Agency, is responsible ~~for ensuring~~ that the provisions of paragraph b ~~above~~ are carried out ~~by him~~,
//

/, as follows://
(a) ~~He~~ is responsible for the establishment of the Agency's procurement and supply system ~~and~~
/He or she/
./.

(b) ~~He~~ will establish and/or approve, in coordination with the Director of Finance, all official property accounting record systems used by the Agency to control the acquisition, issue, and disposal of personal property.

(2) OPERATING OFFICIALS AND HEADS OF INDEPENDENT OFFICES. Operating officials and Heads of Independent Offices will determine requirements for items for which they have budgetary responsibilities. The Director of Logistics will participate in this determination when such requirements involve major procurement programs.

(3) CHIEFS OF AGENCY ~~ELEMENTS~~
/COMPONENTS/

(a) Chiefs of Agency ~~elements~~ will review property under their control on a continuing basis to ensure its maximum utilization, and will make excess property available promptly for transfer to other elements or for turn-in to OL for redistribution or disposal.

(b) Chiefs of ~~elements~~ will establish procedures to ensure that all transactions relating to the acquisition or disposition of Government-owned or ~~leased~~ property are brought to the attention of the accountable officer.

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Accountable officers cannot be expected to account for property under their jurisdiction without being aware of all such transactions.

(4) ACCOUNTABLE OFFICERS. Accountable officers have functional and supervisory responsibilities that are inseparable from their obligation to establish and maintain property accountability for materiel received, stored, and issued within their appointed sphere. These functions are delineated in paragraph g(3).

(5) INDIVIDUALS. Each individual entrusted with Government property is responsible for its proper care and safekeeping, regardless of unit cost. (U)

e. ACCOUNTABLE PROPERTY RECORDKEEPING SYSTEMS

(1) INVENTORY CONTROL SYSTEM (ICS). The ICS is the automated data processing management and recordkeeping system employed by OL to record the acquisition, availability, and disposition of property acquired for use by Agency components, and to provide financial property accounting data to the OF General Accounting System. It includes both expendable and nonexpendable items of supply stored at OL depots as well as items procured expressly for Agency components (direct procurement). See paragraphs h(1) and (6) for property acquisitions that are not recorded in ICS.

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(2) HEADQUARTERS AND FIELD ACCOUNTABLE ACTIVITIES. Overseas [REDACTED] installations and components located in the Metropolitan Washington area will use the

L> quantitative and financial property accounting procedures

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→ contained in HHB [REDACTED], as appropriate, or other computerized programs approved by the Director of Logistics, to record nonexpendable property. These accounting procedures have traditionally been referred to as FPA Type II accounting. (U)

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f. CLASSIFICATION OF PROPERTY

(1) EXPENDABILITY. Each item of supply will be classified as either expendable or nonexpendable. Although OL will indicate the classification of each item of property it provides, the final determination of expendability will be made by the accountable officer as prescribed below.

(a) Nonexpendable property is any property valued at more than \$300 that is not consumed in use, does not lose its identity when used, and does not ordinarily become a component of other equipment (it includes all firearms regardless of cost), and property of value under *or as under* \$300 that is particularly susceptible to misappropriation or theft (personal appeal items). Office furniture is excluded under some circumstances (see paragraph f(1)(b)). The accountable officer, with the approval of the chief of activity or designee, will identify personal appeal items to be classified as nonexpendable. Although the determination of the minimum value of personal appeal property considered nonexpendable rests with the accountable officer, it is recommended that it be \$50 for most items. Some examples of such personal appeal property are:

(1) Electric and electronic equipment such as calculators, recorders, radios, television sets, intercoms,

→ and phonographs.

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→ (2) Photo and optical equipment such as cameras,
lenses, projectors, and binoculars.

(3) Precision instruments.

(4) Tool and test sets.

(5) Power tools.

(6) Watches.

(7) Portable typewriters.

→ (This list is not to be considered all-inclusive.)

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(b) ~~Expendable property~~ is any property that does not qualify as nonexpendable and, where suitable controls exist, office furniture and furnishings. In the ~~Headquarters~~ /h/ area the property pass system and the controls provided by General Services Administration /protective services are considered / (GSA) / ~~suitable controls.~~ At field installations this determination will be made by the chief of activity.



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g. PROPERTY CONTROLS

(1) ACCOUNTABILITY. All property stocked in OL /1/ depots and all nonexpendable property issued to or otherwise acquired by ~~Headquarters~~ or ~~field property~~ /h/ /f/ /accountable/ ~~account~~ will be reflected on the respective accountable /activities / officer's property records regardless of the acquisition source.

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7> (a) Prototypes will be included in accountable records (provided they otherwise qualify as nonexpendable property) unless they are tested to destruction within a short time. /q/ /e/

(b) Nonexpendable property provided to an Agency-operated or concessionaire-operated personnel service or recreational activity will be included in accountable records (see HR [REDACTED])

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(c) Leased property will not be included in accountable records. See paragraph o below concerning property acquired under a lease-to-purchase contract.

(d) Property in the possession of personnel under nonofficial cover will not be included in accountable records. Such property is recorded in a financial memorandum account.

(2) APPOINTMENT OF ACCOUNTABLE OFFICERS

7> (a) Chiefs of ~~accountable~~ activities will appoint the accountable officer for their respective property accounts. /accountable/

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7> (b) The designation of an accountable officer will be in writing and retained by the accountable / made / activity; OL need not be advised. Accountability will remain fixed until the accountable officer is replaced, property is transferred to another accountable officer, or accountability is terminated by one of the circumstances described in paragraph ~~(5) below~~ /g(5)./

(3) FUNCTIONS OF THE ACCOUNTABLE OFFICER

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(a) Comply with the property control procedures contained in HHB [REDACTED] as appropriate. The accountable officer for OL depots will follow procedures prescribed for the Inventory Control System.

(b) Ensure that all acquisitions, issues, transfers, and disposals are properly authorized.

(c) Establish and maintain accountability for accountable property received, stored, and issued within his or her appointed sphere of responsibility until properly relieved of accountability as prescribed in paragraphs ~~(5)~~ and (6) ~~below~~.
/g(5)/

(d) Conduct inventories annually to confirm the accuracy of accountable records, unless precluded by extenuating circumstances or otherwise prescribed by the Director of Logistics.

7> (e) Initiate necessary adjustments to property records as prescribed in paragraph ~~(4) below~~.
/g(4)./

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(f) Exercise general supervisory responsibility for effective control over the use, care, and maintenance of all issued property, both expendable and nonexpendable.

(4) RECONCILIATION AND ADJUSTMENT OF ACCOUNTABLE RECORDS

(a) Adjustments to accountable records may be necessitated by errors in count, losses, overages, damages, merger of items, assembly or disassembly of kits, or by changes in condition, stock number, description, allocation,

25X1A [REDACTED] The adjustment documentation will include an explanation of the need for the adjustment and a recommendation for repair or disposal, if appropriate.

(b) Reports involving physical overages, shortages, or lowering of condition will be reviewed in detail for approval or other action directed by the ~~official who appointed the accountable officer~~ or by a /chief of activity/ designee senior to the accountable officer. Approval will constitute authority for adjustment to the accountable records and for disposal or repair as directed. If the approving official has reservations concerning the cause of unserviceability or loss of property, the official will request the submission of a Report of Survey (see

25X1A L> HR [REDACTED] ~~Accounting for Lost, Damaged, and Destroyed Property~~ /)./

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(c) Reports of inventory adjustments involving administrative changes only (~~may~~ except those in paragraph ~~(b)~~ /g(3)(b))/ ~~above~~) may be approved by the accountable officer or a designee.

(5) TERMINATION OF ACCOUNTABILITY. Accountability for property will be terminated when supported by authenticated documents under one of the following circumstances:

(a) Issue of expendable property from an OL depot.

(b) Transfer to another accountable activity / (or issue in the case of items in OL depots). /
(c) Transfer to a Federal, State, or municipal

Government component subject to approval specified in /G/ paragraph n(1) ~~below~~. Certificate of Expenditure required. / is /

(d) Transfer to a foreign government subject to approval specified in paragraph n(2) ~~below~~. Certificate of Expenditure required. / is /

(e) Disposal of excess or unserviceable property subject to approvals or restrictions specified in paragraph p ~~below~~. Certificate of Disposal required. / is /

(f) Property destroyed in tests or demonstrations. Certificate of Expenditure required. / is /

(g) Property destroyed, lost, or damaged beyond repair. Certificate of Expenditure required, / is / and/or a Report of Survey if the approving officer has reservations concerning the explanation for the loss or damage.

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(h) Merging or assembly of items into kits.

(i) Property attached to or integrated into real property if the attachment or integration is intended to be permanent or if removal is not economically feasible or would damage the item. Such property will be reflected in the real property records of the activity.

(j) Property is issued for operational activities ~~and~~ it is probable the item will be consumed, lost, or necessarily abandoned in the operation.

Certificate of Expenditure required.
/ is /

~~(1) Not used~~

(k) Property formerly carried as nonexpendable that becomes expendable through receipt of new assets at a unit cost below \$300, thus permitting all like assets to be valued at this same price, or a decision by the accountable officer or chief activity that an item previously considered a personal appeal item is no longer ~~recognized~~ as such.

(6) CHANGE OF ACCOUNTABLE OFFICERS. When an accountable officer is relieved of accountability, the new accountable officer will be required to accept in writing formal and full accountability for all inventoried property. Discrepancies between recorded and inventoried property will be resolved by an inventory adjustment as described in paragraph ~~(4) b~~

/g(4)./

(7) PROPERTY RESPONSIBILITY

(a) All individuals are responsible for the care and safekeeping of property entrusted to them for use or custodianship whether or not they have signed a

hand receipt.

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→ (b) Individuals to whom property is issued for
use by others in their assigned jurisdiction are responsible
officers charged with supervisory responsibility and, as
→ such, may be pecuniarily liable for any loss, damage, or

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→ destruction of property due to inadequate supervision of users under their jurisdiction.

(c) Individuals assigned to a position wherein responsibility for property is inherent are charged with responsibility for its care and safekeeping, whether or not a hand receipt has been signed, and may be held pecuniarily liable for loss, damage, or destruction if survey action determines such loss was due to negligence.

(8) RESPONSIBLE RECORDS

(a) To fix the responsibility for property, a hand receipt will be obtained when the property is issued to an individual or transferred from the custody of one individual to another. Copies of hand receipts will be maintained by the accountable/responsible officer.

(b) Hand receipts for property issued to a responsible officer will be [REDACTED] / revalidated/ [REDACTED]

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ILLEGIB [REDACTED] at least annually and upon change of the responsible officer. This holds true also for any loans of property outside the property account.

(c) Certain expendable property may be subject to control at the discretion of the accountable officer or upon request by a headquarters cognizant office. Such

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records will not be commingled with the records for nonexpendable property. An accountable officer may wish to control assets of expendable spare parts for an essential machine or items critical to an operation. Other items may require control at the behest of a headquarters cognizant office, such as

(1) Expendable property ~~that is~~ designed to be attached to or incorporated in another assembly and determined by a qualified technician to be economically recoverable and repairable will require control. This type of property consists primarily of ~~instruments~~ /such items as circuit boards and subassemblies ~~etc.~~ required to support major communications systems or sophisticated electronic or mechanical equipment. Such items should be listed on informal materiel record cards (under stock numbers and designations provided by the cognizant office) and issued on hand receipts to designated technical components.

(2) Certain medical items require control. An individual who has been designated as a narcotics officer (not necessarily the accountable officer) will be required to establish and maintain records and controls for such items as narcotics, barbiturates, amphetamines, and alcohol as prescribed by the Office of Medical Services (U)

/ (OMS)./

h. REQUISITIONING OF PROPERTY

(1) REQUISITIONING CHANNELS. Property will be requisitioned through OL except where otherwise specifically

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→ authorized by the Director of Logistics and the Director of Finance, (i.e., an imprest fund).

(2) PRA CITATION. Requisitions for property will cite PRA except for the circumstances cited in paragraphs ~~(1) above~~ and (6) ~~below~~ where operating funds are used, or when otherwise authorized by the Director of Logistics. When ~~field property accounts~~ do not cite PRA on ~~field activities~~ /h(1)/ property requisitions, the headquarters controlling component must do so.

(3) APPROVAL OF REQUISITIONS. The chief of each accountable activity will approve requisitions for property and services affecting that ~~account~~. Any ~~delegation of this authority~~ /activity/ will be in writing and retained for audit purposes.

(4) SUBMISSION OF REQUISITIONS

(a) Headquarters ~~Property Accounts~~ will normally use Form 88, Requisition for Materiel and/or Services, except for common administrative supplies ~~which are~~ requisitioned as stated in paragraph m(1) ~~below~~.

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(b) Field activities may use Form 88 or they may requisition property by cable, telepouch, or dispatch sent through their headquarters controlling component or directly to OL. In the latter case [REDACTED] will be cited, and OL will obtain budget certification from the headquarters controlling component and prepare the Form 88. 25X1A

(c) OL will acknowledge requisitions received by returning an edited copy to the requisitioner indicating action being taken.

(5) SOLE SOURCE REQUESTS. Sole source justification is necessary if items not stocked in OL depots are requisitioned by specific trade name and the procurement cost exceeds \$500. If a manufacturer's name and model number are provided only as an aid for procurement purposes, the abbreviation ''S/E'' (same or equal) should be indicated.

(6) SMALL PURCHASES BRANCH. Items costing less than \$300 for use at field installations may be requisitioned directly through the Small Purchases Branch [REDACTED] Cables 25X1A

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from field installations will site the indicators

25X1A [REDACTED] Headquarters ~~elements~~ requisitioning on behalf of the field will use Form 88. ~~The office of~~ /components/
~~Logistics~~ /OL/ may divert requisitions for headquarters use to // the Small Purchases Branch at its discretion. Any one requisition is limited to ~~\$2500~~ and will be charged against // \$2,500/ funds rather than PRA. Limitations on the kinds of materiel available through this source can be obtained from OL.

(7) ISSUE OF USED, SERVICEABLE PROPERTY.

Prior to the issue or procurement of new property, used, yet serviceable property will be issued to satisfy normal logistical requirements of headquarters components. The cost of such property will be charged to the requisitioner's PRA at the standard price in effect at time of issue.

(8) ESSENTIAL DATA FOR REQUISITIONS. Each

25X1A requisition for property submitted to OL must be assigned a Document Control Number, structured as stated in

~~paragraph (7) above.~~ Items should be identified by // HHB [REDACTED] stock number whenever possible. The requisition must include a valid Project Number, estimated cost for each item, and certification that funds are available (see ~~next paragraph~~ concerning expenditures exceeding fund // /paragraph (9)/ certification). A realistic delivery date should be provided. Requisitioners should be aware of the fact that every unnecessary high precedence request wastes // L> valuable procurement, processing, and transportation

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resources and, therefore, dilutes the capability of OL to respond to genuine high priority requirements. HHB

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Describe requisitioning procedures in more detail.

(9) EXPENDITURES EXCEEDING FUND CITATION. OL may obligate expenditures exceeding the funds certified on a requisition without an amendment or approval of the requisitioner's budget and fiscal element as follows:

(a) During the first three quarters of any fiscal year, OL may exceed the total amount certified by \$100 regardless of the percentage increase (using prudent judgment for very low cost items) or, in the case of requisitions over \$500, by 20 percent of the total amount, but not to exceed \$1,000. Beyond this amount an amendment is necessary.

(b) During the first two months of the last quarter of the fiscal year, only the \$100 amount is authorized. Beyond this amount an amendment is necessary.

(c) During the last month of the fiscal year, approval must be obtained from the requisitioner for any increased expenditure. However, an amendment is not required for sums under \$100.

(10) ISSUE OF PROPERTY WITHOUT COST. Property may be requisitioned from OL inventory without charge to PRA under any of the following circumstances:

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(a) When it has been determined by OL to be excess.

(b) When the requisitioning office confirms that an identical item has been returned to OL stock within the previous 12-month period. //

(c) When allocated to a cognizant office holding account (containing materiel for which PRA has previously been expended or materiel declared excess or obsolete).

(d) When it is issued for testing resulting in destruction. //

(e) When it is listed in either the printed forms catalogs or the Administrative Supply Catalog (see paragraph m(2) ~~below~~). //

(11) CANCELLATION OF UNNEEDED DUE-IN'S. Upon determination that the requirement for an item still outstanding against a requisition is no longer valid, OL should be queried immediately to learn if its cancellation is possible. The receipt of unneeded assets produces ~~instant excess~~ // Cancellations by a requisitioner require an amended requisition. (C)

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i. RECEIPT OF PROPERTY

(1) ACKNOWLEDGING RECEIPT OF PROPERTY. Receipt of all property will be documented. Property received as a result of procurement action will be recorded on a receiving document to provide a means of entry to the property and financial records and to substantiate the disbursement voucher. Property received by a ~~field~~ ^{/f/} ~~Property Account~~ from OL, whether from stock or procurement, ^{/activity/} will be accompanied by a shipping document (unless the installation requests otherwise); acknowledgement of receipt is not required. Deliveries by OL to ~~Headquarters Property~~ ^{/a h/} ~~Accounts~~ will be accompanied by a copy of the Form 88 or a ^{/activity/} Depot Issue Notice generated by the automated Inventory Control System on which the requisitioner must acknowledge receipt.

(2) ESTABLISHING ACCOUNTABILITY FOR PROPERTY.

The accountable officer will establish prescribed accountability for property acquired immediately upon receipt of documents evidencing receipt. Receiving procedures to be followed by ~~Headquarters and field~~ ^{/h/} ~~Property Accounts~~ are contained in HHB [REDACTED] ^{/activities/}

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(3) DETERMINATION OF UNIT PRICES

(a) Unit prices for items of supply acquired for OL stock ~~will be based normally~~ ^{/normally will be based/} on the most recent acquisition cost and will include transportation charges from the vendor to the OL depot and an appropriate surcharge to cover inventory.

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losses. The cost of items procured for direct delivery to the requisitioner will be based on ~~the~~ same factors, ~~and~~ ^{/these/} ~~alone~~, excluding the surcharge.

(b) For Headquarters and ~~Field Property Account~~, ^{/h/} the price reflected on the shipping ^{/f/} or delivery document, ^{/activities/} or the price actually paid if a local procurement, will be used in accountable records. For expediency, all like items (similar enough to be carried on record under a common nomenclature) may be carried at the unit cost of the most recent assets acquired through OL.

(4) RECEIVING DISCREPANCIES. When property is acquired from other Government agencies ~~such as the~~ GSA, ~~the requisitioner may~~ the requisitioner may be required to accept any overage up to a value of \$50 per line item. (C)

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j. ITEMS REQUIRING SPECIAL APPROVAL. Certain categories of property require special approval prior to acquisition, replacement, transfer, or disposal (unless compromised or condemned). These items and the approving authority required or the applicable regulation are:

(1) Aircraft [REDACTED]

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International Activities Division, [REDACTED] /Directorate of Operations)./

(2) Ships and small craft (same as (1) above) /j(1))./

(3) Motor vehicles, including special equipment

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and optional items (see HR [REDACTED]).

(4) Firearms, ammunition, and explosives (see

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[REDACTED]

(5) Household appliances and window-type air conditioners (see HR [REDACTED] as applicable).

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(6) Air conditioners other than window type

(see HR [REDACTED]).

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(7) Executive furniture and furnishings (see

HR [REDACTED]

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(8) Vaults and safekeeping equipment (see HR

[REDACTED]).

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(9) Printing and reproduction equipment (see

HR [REDACTED].

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(10) Automatic data processing equipment (see

HR [REDACTED].

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(11) Micrographics equipment (see HR [REDACTED].

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(12) Word-processing equipment, defined as

automatic or communicating typewriter, text-editing system, word-processing composer (Office of Data Processing).
~~DDA~~ Word-processing equipment must pass electronic emission tests before it is authorized for Agency use.

(13) Electric typewriters. ~~Electric~~ typewriters must pass electronic emission tests before they are authorized for Agency use. OL will maintain a current listing of approved typewriters. Although some approved typewriters are of the "correcting" type, typewriters with this feature are not standard to the Agency. A requisition for a correcting typewriter will not be approved unless accompanied by a memorandum with a strong justification ~~and~~ signed by an Operating Official.

(14) Television sets. Television sets may be authorized under certain circumstances to meet operational requirements (e.g., technical monitoring, videotape presentation, safehouse equipment, official office use)

or to sustain morale (e.g., isolated facility, ~~not~~ common /Bachelor Officer Quarters/

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room, employee general recreational setting). All requests require prior approval of the appropriate headquarters Operating Official.

NOTE: In addition to the above items, which are controlled whether in OL stock or not, many items in stock are under the cognizance of technical offices that exercise varying degrees of technical, managerial, and operational control, dependent upon the cognizant code assigned. Many items required for use by the Office of Communications, OMS, the Office of Technical Service, and other offices are controlled in this fashion. Cognizant codes for stock items are listed in the microfiche catalog reports (see paragraph m(3)). OL will advise requisitioners when cognizant office concurrence is required but has not been obtained. The use of the microfiche reports by requisitioners will enable them to determine for themselves when cognizant office concurrence is required, thereby expediting the requisitioning process. (C)

k. ITEM IDENTIFICATION. Items recorded in the Inventory Control System will be identified in accordance with the Federal Catalog System to the extent possible. Such identification (i.e., stock number) should be perpetuated on materiel records by headquarters and field activities. (U)

l. Not used.

m. CATALOGS. Catalogs listing supply items

and printed forms that are readily available either from

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→ stock or through procurement action, as selected by the cognizant offices, will be distributed by OL on a scheduled basis to any Agency component requesting them.

(1) ADMINISTRATIVE SUPPLY CATALOG. The Administrative Supply Catalog lists items of supply that are most commonly required in the everyday operation of an office. These items are available to headquarters components from the Building Services Branch, Logistics Services Division (LSD/BSB) at no cost to the user (except for unusually large quantities). Any supplies not immediately available from a supply room may be ordered by following
→ instructions in the introduction to the catalog.

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(2) PRINTED FORMS CATALOGS. ~~Printed~~ forms
/Printed/
catalog for headquarters ~~and~~ ~~and~~ ~~and~~ field use
/catalogs/ /and /
are available. Listed forms are provided at no cost.
Forms stocked by OL are requisitioned on Form 88 if not
available in a supply room. Other listed forms are
obtained from the appropriate Office of Primary Interest.
/o/ /p/ /i/
(Both categories are indicated in the catalogs.)

(3) MICROFICHE REPORTS. Other supply items,
available from OL stock, are listed in microfiche reports.
Except for those items also listed in the Administrative
Supply Catalog (headquarters components only), items are
requisitioned on Form 88 citing PRA. (U)

n. TRANSFERS AND LOAN ISSUES

(1) TO FEDERAL, STATE, AND MUNICIPAL GOVERNMENTS.

Transfers and loans of property to Federal, State, or
municipal government components [REDACTED]

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[REDACTED] require the concurrence of the Director of
Logistics and the approval of the appropriate responsible
official in accordance with guidelines set forth in HR [REDACTED]

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[REDACTED] Loans require transfer of property accountability
to OL ~~and the~~ loans ~~to~~ be processed by OL. After the
/;/ /must/
property is returned by the borrowing ~~agency~~ it can be
/agency,/
reissued to the lending activity at no cost.

(2) TO A FOREIGN GOVERNMENT. Transfers and
loans of property to a foreign government require the

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joint approval of the appropriate Deputy Director(s) and the Office of the General Counsel and the concurrence of the Director of Logistics.

(3) BETWEEN ACCOUNTABLE ACTIVITIES. Loan issues 25X1A of property between two accountable activities will be processed in accordance with either HHB [REDACTED] (U)

o. LEASED PROPERTY

(1) Leased property is not to be included in accountable records. However, the accountable officer will keep informal records on any leased property under his or her sphere of responsibility, and when such property is placed under control of a responsible officer, the hand receipt system described in paragraph g(8) will be employed.

(2) Leased property is acquired by submission of Form 2420, Request for Procurement Services, and funded by operating funds rather than PRA.

(3) To exercise the option to buy on a lease-to-purchase contract, the requisitioning office must submit a Form 88 citing PRA for the final payment. At this time the property will be picked up on accountable 25X1A records. (See HHB [REDACTED] for establishing unit cost.) (U)

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P. DISPOSITION OF EXCESS AND UNSERVICEABLE
PROPERTY.

(1) FIELD ~~PROPERTY ACCOUNTS~~
/ACTIVITIES/

(a) Disposal of excess property, either serviceable or unserviceable/repairable, requires the approval of the Director of Logistics, except for excess office and household furnishings and household appliances at overseas installations. Field ~~Property Accounts~~, ~~██████████~~ /activities/ ~~██████████~~ will request disposition instructions from OL for excess property, and, if appropriate, recommend the means of disposal available in the local area. In providing disposition instructions for excess property at field installations, the Director of Logistics will make the determination whether it is in the best interest of the Government to (1) return such property to the headquarters area for further Federal use (either for use ~~within~~ /F/ within the Agency or for transfer to another Government agency for appropriate disposition), (2) ~~transfer~~ it /to transfer/ to another field installation, or (3) ~~have it disposed~~ /to dispose of it/ ~~off~~ in the field.

(b) Disposal of unserviceable property that is uneconomically repairable, except for items listed in paragraph j ~~above~~, requires only the approval of the ~~official who appointed the accountable officer~~ or a /chief of activity/ designee senior to the accountable officer. (See definition of unserviceable/uneconomically repairable property in paragraph a(10)(d) ~~above~~.)

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(c) When the approval of the Director of Logistics is not required for local disposals at an

[REDACTED] (as described in paragraphs /overseas activity/ (a) and (b) immediately above), the method of disposal /p(1)(a) and (b))/ will be in accordance with guidelines specified in [REDACTED]

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Methods of local disposal at [REDACTED] field activities/ [REDACTED] require the concurrence of the Director of

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Logistics.

(2) HEADQUARTERS ~~PROPERTY ACCOUNTS~~ /ACTIVITIES/

(a) Excess expendable administrative supplies and equipment should be returned to Building Services Branch, Logistics Services Division (LSD/BSB) whenever possible. If not feasible, such materiel may be returned directly to [REDACTED]

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(b) Excess operational supplies and all nonexpendable property will be turned in [REDACTED] following the procedures prescribed in HHB [REDACTED] Any item of a chemical and/or liquid nature must be positively identified. Substances that are hazardous or toxic, or equipment containing such substances, require prior approval from the Chief, Supply Division, OL. Occupants of the Headquarters Building may turn in such property [REDACTED] via LSD/BSB. In general, it is preferable that Headquarters ~~Property Accounts~~ /h/ turn in uneconomically repairable /activities/ property [REDACTED] for disposal rather than attempt disposal of such property themselves. (Such turn-ins are considered transfers and do not require a Certificate of Disposal.)

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(3) DISPOSAL BY SALE TO A GOVERNMENT EMPLOYEE.

Sales of Agency property to Government employees, while not unlawful, are to be discouraged because such sales could subject the Agency to criticism. The Director of Logistics, however, is authorized to approve sales to Government employees (including Agency employees) when in the best interest of the Government and/or when operational or security factors preclude other reasonable means of disposal. When approval is granted to sell Government property to a particular individual, specific sale requirements are usually mandated. The selling price will be the actual replacement value or ~~at~~ a price of advantage to the Government. In arranging sales of a general nature, the following caveats should be observed:

- (a) The selling price of an item should be reasonably consistent with its fair value.
- (b) Fair and equal treatment should be given to all eligible bidders in the publication of the sale.
- (c) The sale should be to the highest bidder.
- (d) Payment should be prompt and in full.
- (e) A memo setting forth the method used for determining the value of the item(s) sold and for publicizing the sale, together with a listing of all the offers received, should be retained for possible audit review.

(4) REPLACEMENT STANDARDS FOR CERTAIN EQUIPMENT

The Federal Property Management Regulations (FPMR) authorize the replacement of certain items after a specified number of years or when needed repairs are estimated to exceed a

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prescribed percentage of their value. The FPMR, subpart 101-25.4, ~~specify~~ replacement standards for motor vehicles; /specifies/ office machines such as electric typewriters, adding machines, and desk calculators; furniture; and materials handling equipment ~~forklifts~~ ~~(such as)~~.

(5) DISPOSAL OF PROPERTY BY OL. Property

determined to be excess to Agency requirements, ~~and~~ property meeting GSA replacement standards (see preceding paragraph), and any other property that is unserviceable, uneconomically repairable will be disposed of by OL in accordance with the FPMR or Department of Defense regulations, as appropriate, except property of a sensitive nature that is unique to the Agency. The latter will be destroyed in a manner so that no individual may realize any personal gain from the residue. Such disposal of a serviceable item will be performed only at the request of the Operating Official of the component exercising operational cognizance, or a designee at a level above the accountable officer of that component. (C)

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